DOCUMENT RESUME

ED 214 001 CE 031 943

TITLE	CAP Self-Inventory Cards.
INSTITUTION	Ohio State Univ., Columbus. National Center for Research in Vocational Education.
SPONS AGENCY	Employment and Training Administration (DOL), Washington, D.C. Office of Youth Programs.
PUB DATE	81
CONTRACT	DOL-99-0-2297-33-52
NOTE	43p.; For related documents see CE 031 933-972.
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	*Career Choice; Career Counseling; Career Development; *Career Education; Career Exploration; Career Guidance; Career Planning; Individualized Instruction; Instructional Materials; *Interest Inventories; Learning Activities; Learning Modules; *Measures (Individuals); Postsecondary Education; Programed Instructional Materials; Secondary Education; *Self Evaluation (Individuals); *Values Clarification; Work Attitudes
IDENTIFIERS	*Career Alert Planning Program

ABSTRACT

This booklet of Self-Inventory Cards is one of the 14 components of the Career Alert Planning (CAP) program (see note), a set of individualized materials designed to help participants find out about themselves and about the kind of work for which they are suited. In this program, participants become acquainted with occupations that are representative of 10 basic job functions. They learn how these occupations relate to personal interests, abilities, skills, educational goals, experiences, and training. They consider the work conditions, salary, and employment outlook for each occupation. Finally, participants use this information to make decisions and plans about the careers they will pursue. The Self Inventory Cards are used, along with the Program Guide (CE 031 944), to help students begin to clarify their work attitudes and values. The cards are first cut out of the booklet by participants. The front of each card contains the code letter of the "job function" to which the statement relates. Participants take a self-inventory by sorting these cards according to degrees of interest and ability in given activities that are related to identified job functions. These are advising; arranging; building and making; doing clerical work; helping; maintaining and repairing; thinking in pictures; using information about the environment; working with equipment; and working with numbers and symbols. Each of these job functions, related to four specific job titles, is the subject of the Job Function Booklets of the CAP program. Participants choose one of these booklets on the basis of their scores on the self-inventory conducted with the Self-Inventory Cards. (KC)

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CAP

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Self-Inventory Cards

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For further information contact:

Program Information Office
National Center for Research in Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

Telephone: (614) 486-3655 or (800) 848-4815
Cable: CTVOCEDOSU/Columbus, Ohio

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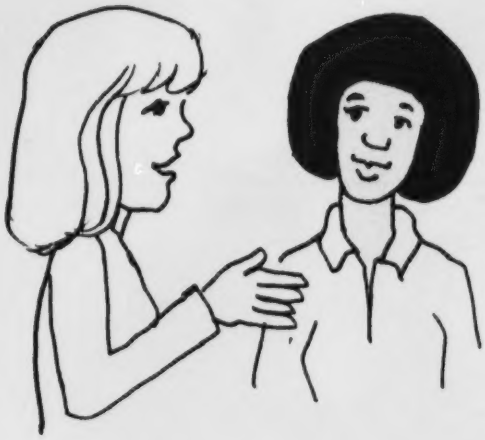
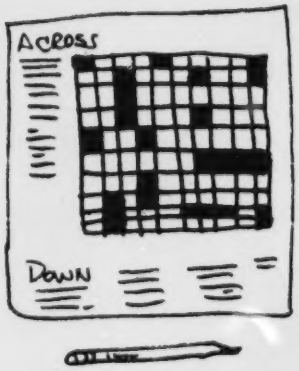
HELPING PEOPLE

TALKING TO PEOPLE YOU DON'T KNOW WELL

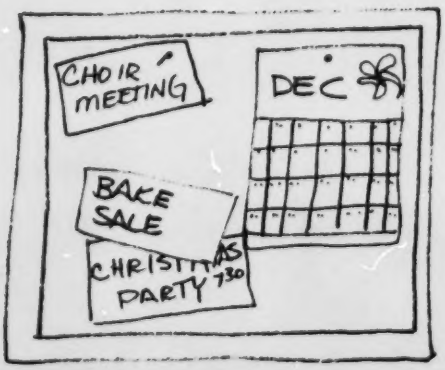


SOLVING PUZZLES AND PROBLEMS

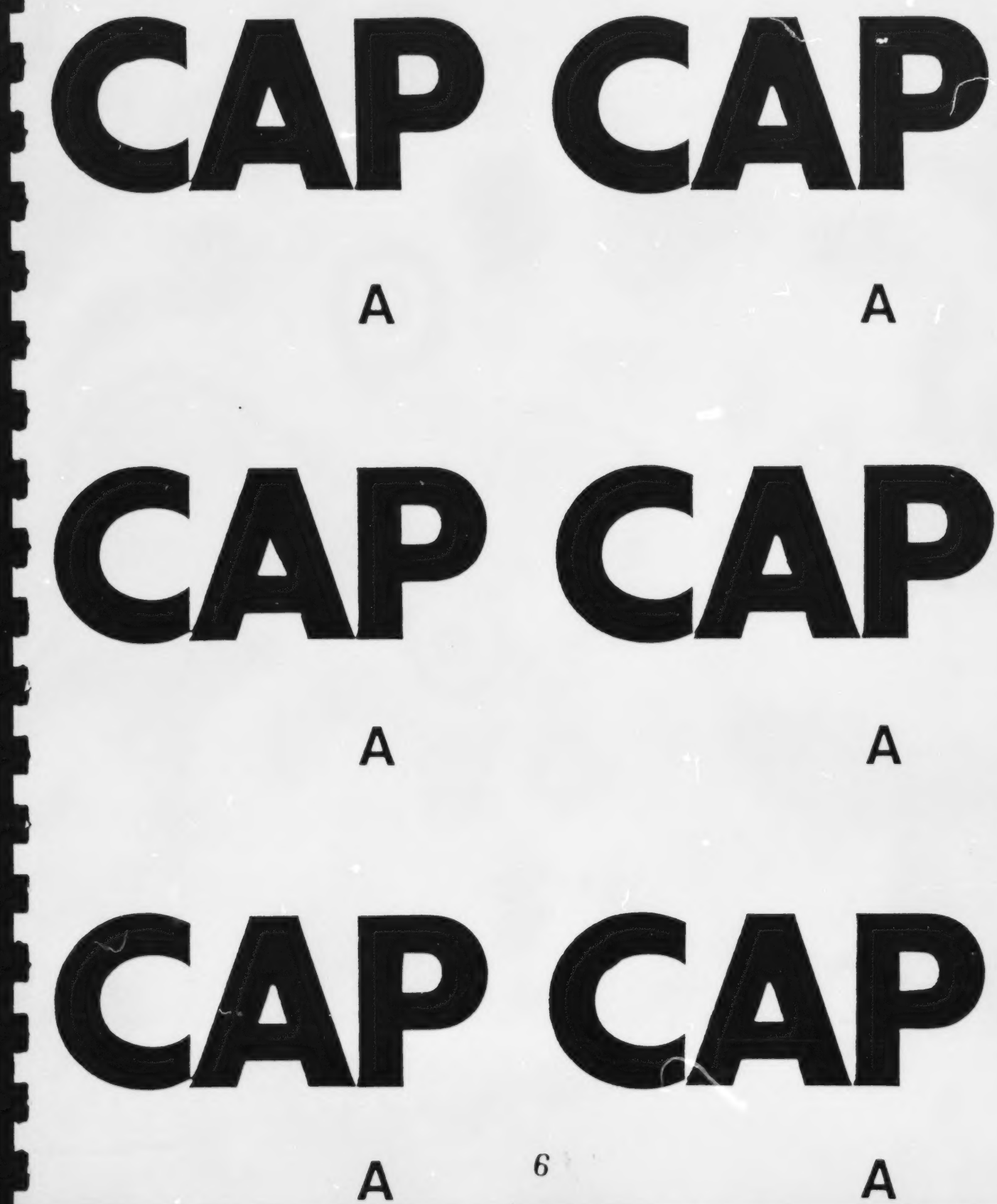


BEING THE LEADER IN CLUBS OR GROUPS

WORKING ON MANY DIFFERENT PROJECTS



MAKING DECISIONS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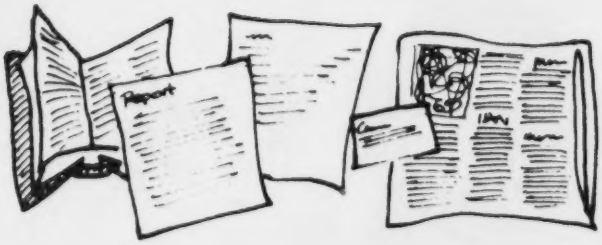
THINKING THROUGH PROBLEMS
TO FIND THE BEST SOLUTIONS

SHARING KNOWLEDGE WITH
OTHER PEOPLE

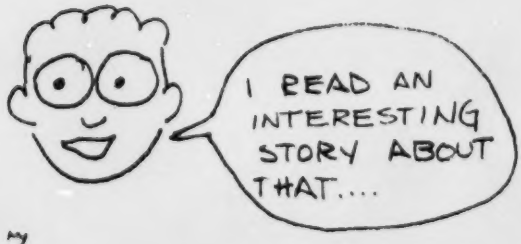
LOCATING IMPORTANT FACTS



GAINING THE TRUST AND
CONFIDENCE OF OTHER PEOPLE

BEING WELL ORGANIZED

LEARNING AND REMEMBERING
A LOT OF INFORMATION ABOUT
A SUBJECT



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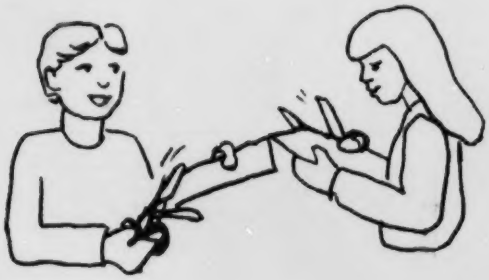
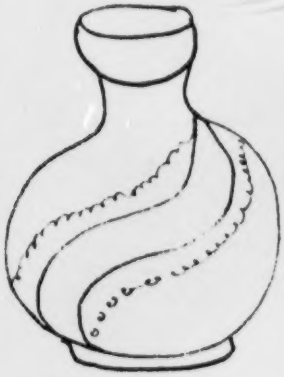
WORKING WITH OTHER PEOPLE

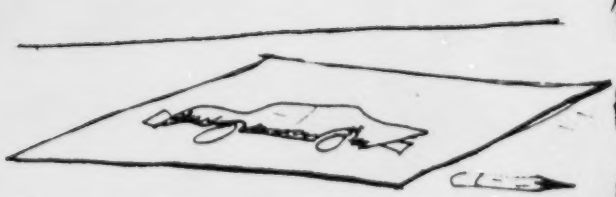


LOOKING AT THINGS THAT ARE ATTRACTIVE AND PLEASING TO THE EYE



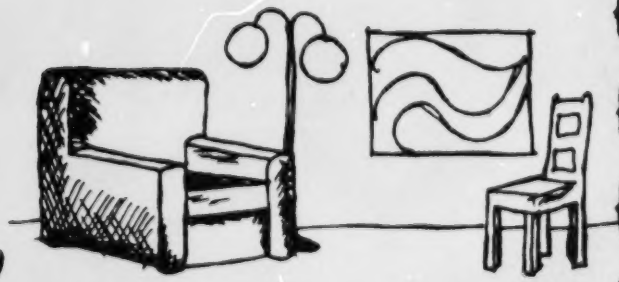
FINDING NEW WAYS TO DO THINGS

DRAWING PICTURES OF IDEAS



CHANGING THINGS TO MAKE THEM LOOK BETTER

COMBINING COLORS AND STYLES TO CREATE AN EFFECT



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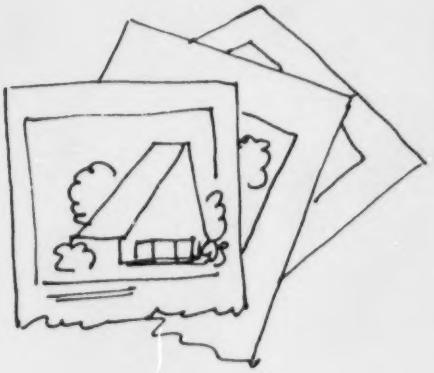
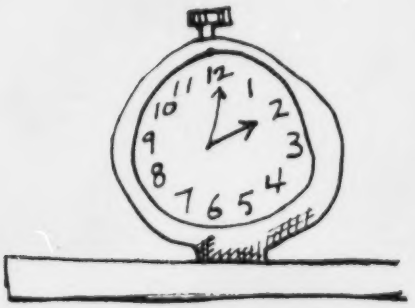
REMEMBERING SMALL DETAILS

IMAGINING HOW THE FINAL PRODUCT WILL LOOK

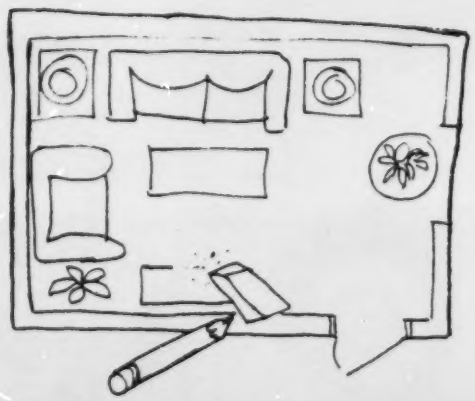


DEALING WITH CUSTOMERS WITH TACT AND COURTESY

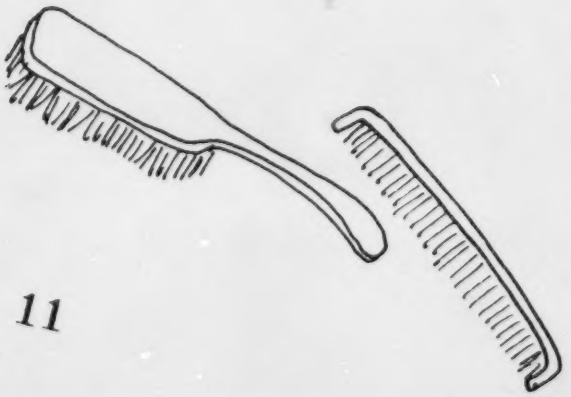
HURRYING TO FINISH A PROJECT WITHOUT GETTING UPSET



ADJUSTING PLANS TO SUIT THE CUSTOMER'S WISHES



MAKING DECISIONS BASED ON PERSONAL JUDGMENTS



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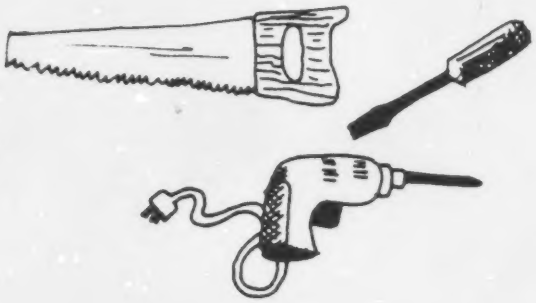
WORKING WITH TOOLS

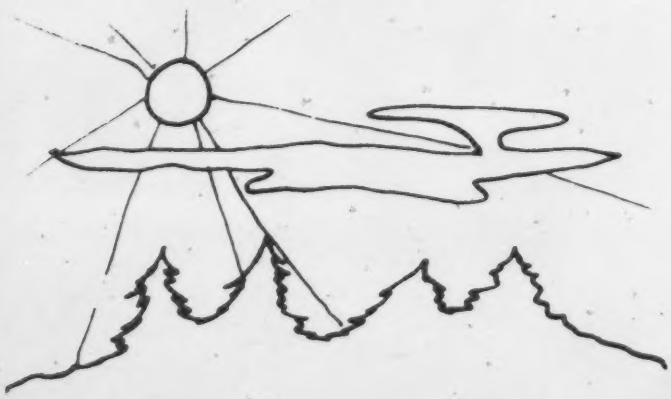


HELPING PEOPLE PUT THINGS TOGETHER

PAINTING

STUDYING DIFFERENT MATERIALS AND LEARNING HOW EACH IS USED

WORKING OUTDOORS



SEEING THINGS THAT ARE WELL MADE

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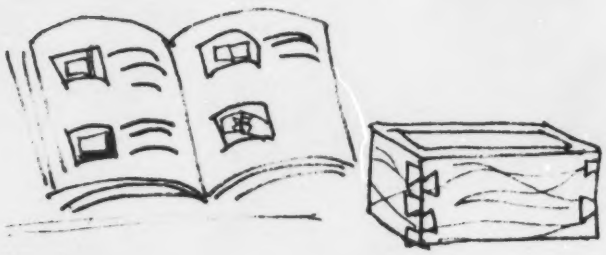
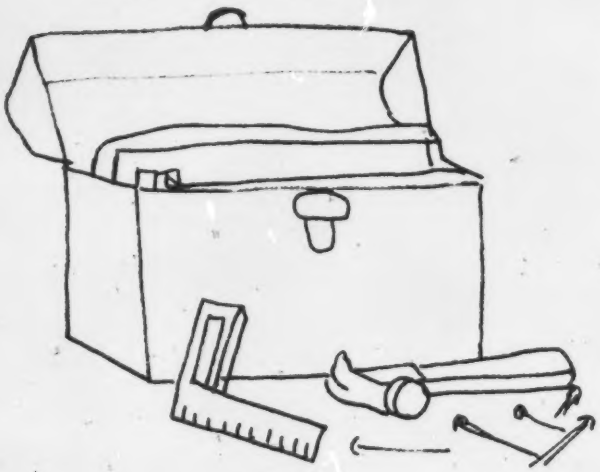
MAKING SOMETHING BY FOLLOWING AN EXAMPLE OF WHAT SOMEONE ELSE HAS DONE



FIGURING OUT HOW TO PUT THINGS TOGETHER

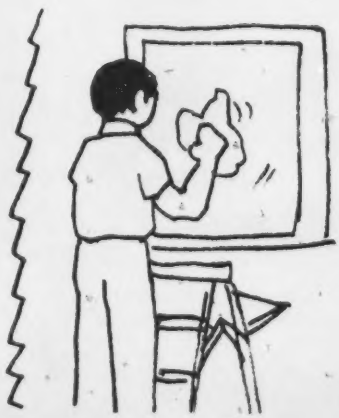
CHOOSING THE RIGHT TOOLS FOR A PROJECT



MATCHING COLORS OF THINGS LIKE PAINT

MEASURING THE LENGTH, WIDTH, AND DEPTH OF THINGS

CLIMBING LADDERS AND LIFTING HEAVY ITEMS



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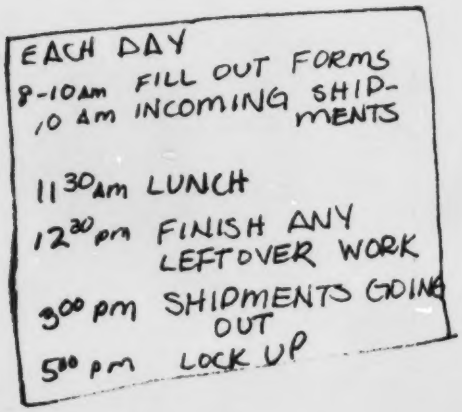
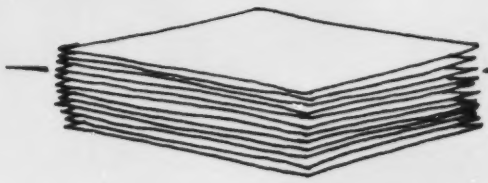
DOING THE SAME BASIC DUTIES EVERY DAY

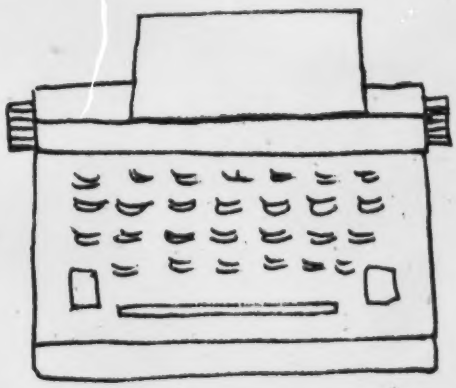

EACH DAY
8-10am FILL OUT FORMS
10 Am INCOMING SHIPMENTS
11 30am LUNCH
12 30pm FINISH ANY LEFTOVER WORK
3 00 pm SHIPMENTS GOING OUT
5 00 pm LOCK UP

BEING NEAT

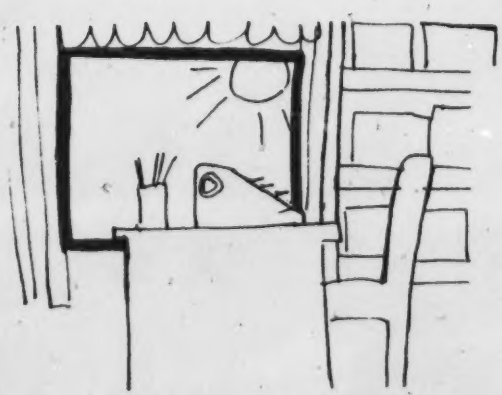


GREETING PEOPLE

WORKING WITH MACHINES SUCH AS CASH REGISTERS, TYPEWRITERS, ETC.



WORKING INDOORS



PUTTING THINGS IN ORDER

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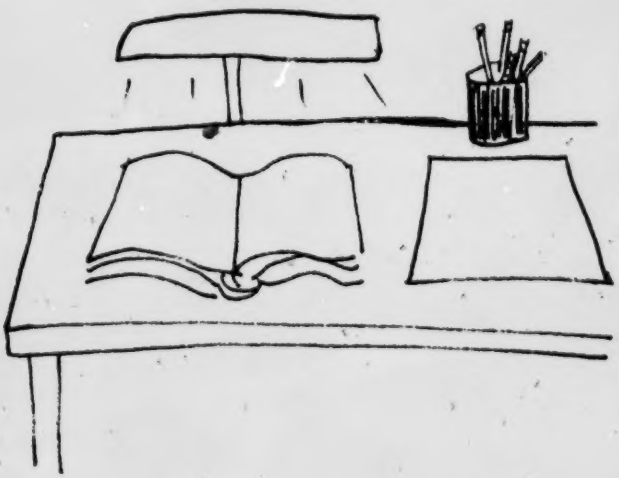
FOLLOWING DIRECTIONS

DOING ACCURATE AND CAREFUL WORK

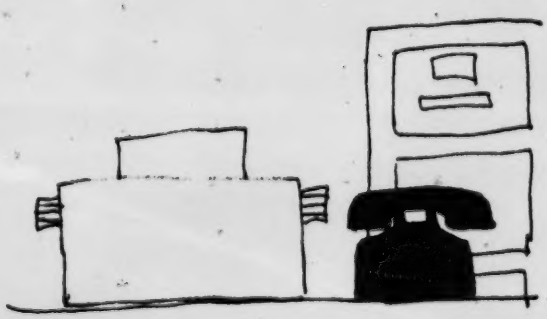
FINISHING EACH JOB YOU START

BEING NEAT AND WELL ORGANIZED



CONCENTRATING ON WORK EVEN WHEN OTHER PEOPLE ARE AROUND

MOVING FROM ONE TASK TO ANOTHER WITHOUT BECOMING CONFUSED



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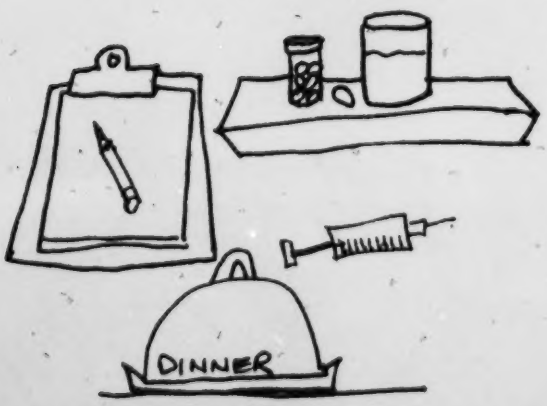
MEETING NEW PEOPLE

DOING THINGS FOR FRIENDS

BEING AROUND MANY DIFFERENT KINDS OF PEOPLE

MAKING DECISIONS

CHANGING FROM ONE DUTY TO ANOTHER FREQUENTLY



STANDING OR WALKING RATHER THAN SITTING

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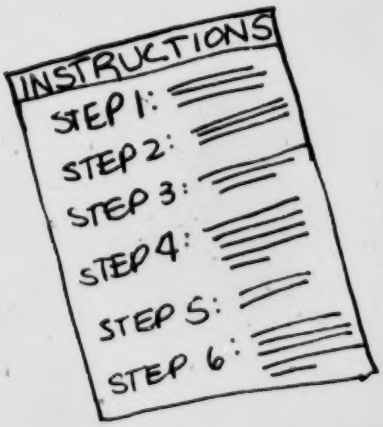
DOING YOUR SHARE OF THE WORK

BEING SENSITIVE TO THE NEEDS OF OTHERS

FOLLOWING INSTRUCTIONS EXACTLY



BEING CALM WHEN FACED WITH A PROBLEM

USING COMMON SENSE

WORKING FAST IN AN EMERGENCY

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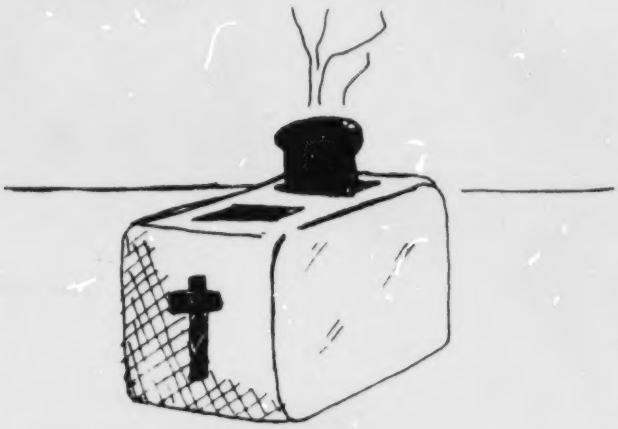
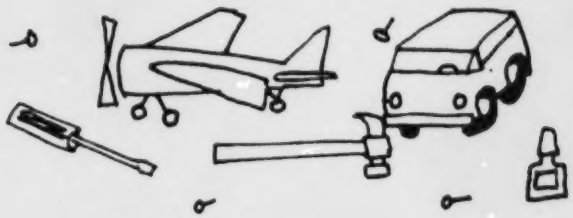
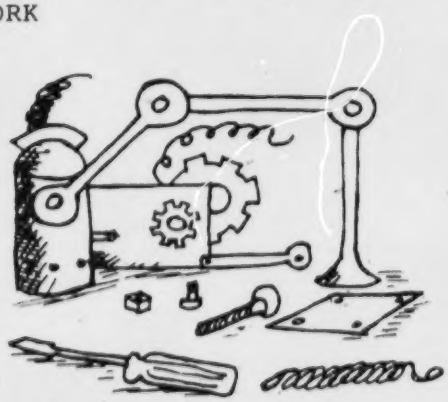
FIXING BROKEN CLOCKS, TOYS, AND OTHER THINGS



HOBBIES LIKE BUILDING MODEL CARS OR SHIP MODELS



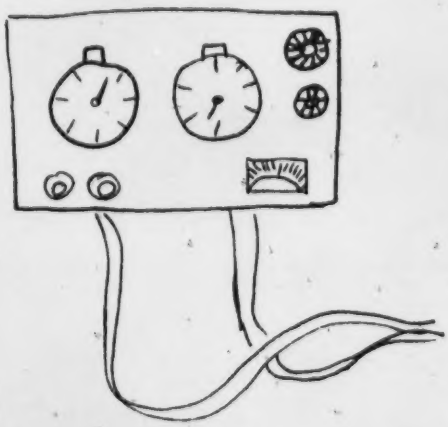
FINDING OUT HOW MACHINES WORK



DOING THINGS THAT REQUIRE PHYSICAL ACTIVITY

WORKING ALONE ON A PROJECT

USING MECHANICAL GADGETS



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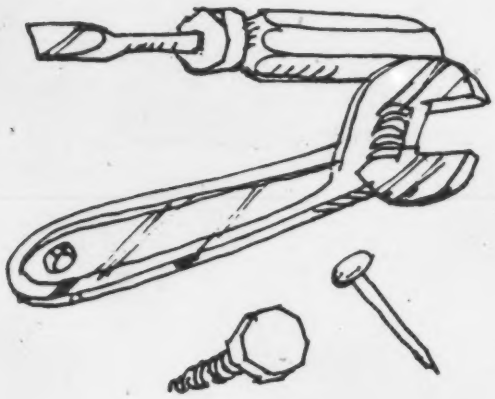
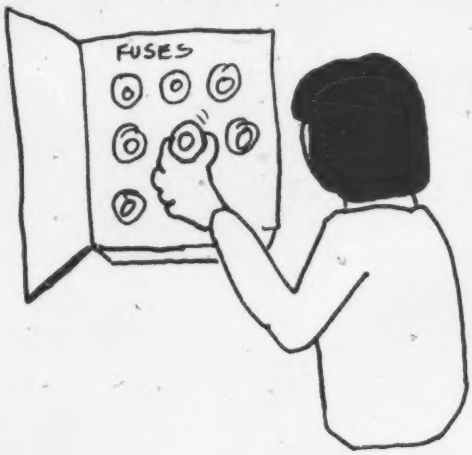
WORKING WITH TOOLS AND MACHINES



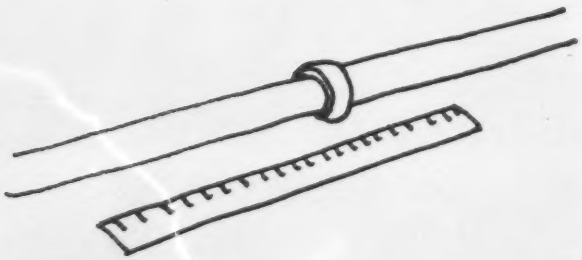
WORKING CAREFULLY WHEN DOING DANGEROUS JOBS



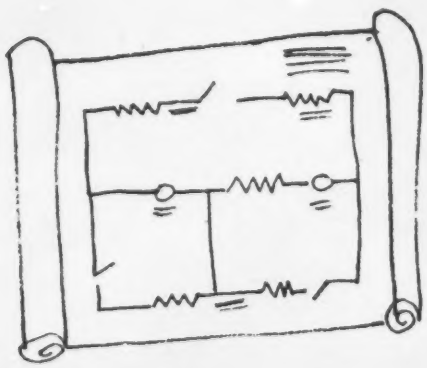
MOVING AND LIFTING HEAVY OBJECTS

DOING THE SAME TASK OVER AND OVER WITHOUT GETTING CARELESS

WORKING TO PRECISE MEASUREMENTS



FOLLOWING BLUEPRINTS OR DIAGRAMS



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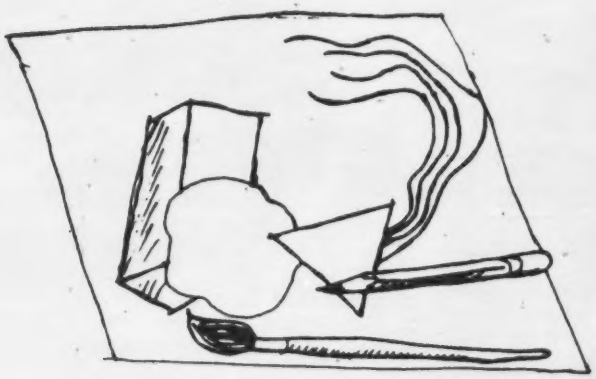
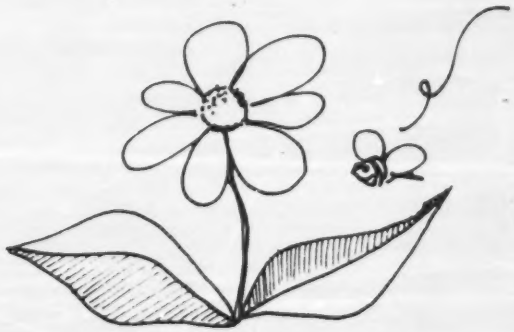
SHARING IDEAS WITH OTHER PEOPLE

DRAWING, PAINTING, AND SKETCHING



TELLING STORIES WITH PICTURES

LOOKING AT SOMETHING RATHER THAN READING IT



SEEING COLORFUL, ATTRACTIVE, AND HUMOROUS THINGS

CHOOSING DIFFERENT WAYS TO EXPRESS IDEAS

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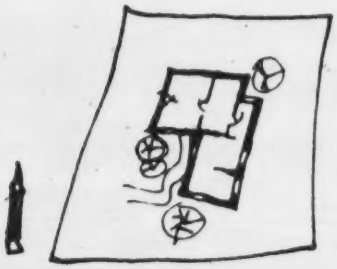
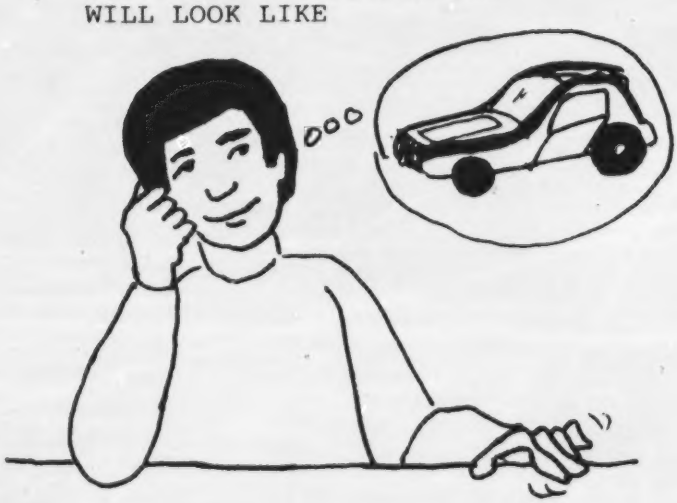
DRAWING PICTURES OF IDEAS

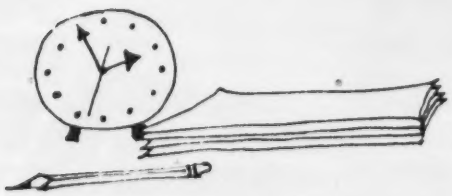


WORKING WITH PAINT BRUSHES, PENS, CHARCOAL, AND OTHER ART TOOLS

PICTURING WHAT SOMETHING WILL LOOK LIKE



WORKING QUICKLY WHEN NECESSARY TO MEET DEADLINES



FORGETTING ABOUT EVERYTHING BUT WORK WHEN THERE IS A LOT TO DO

CREATING THINGS THAT PEOPLE WILL LOOK AT

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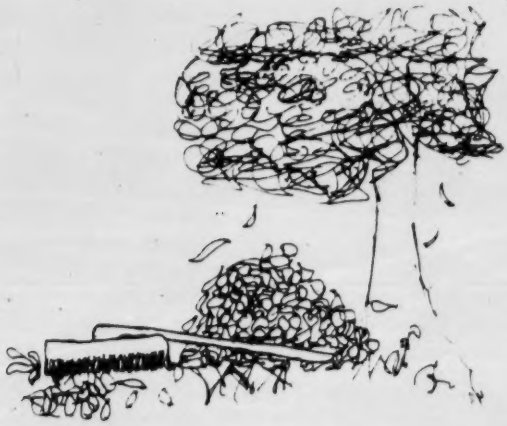
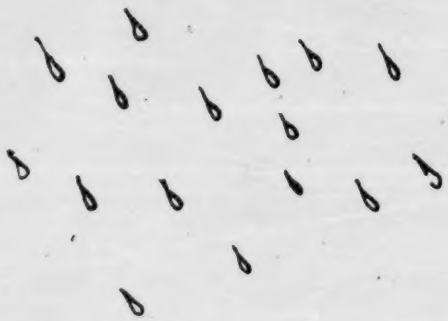
ENJOYING NATURE

WORKING IN FIELDS, OR NEAR TREES OR WATER



FINDING OUT WHY THINGS HAPPEN



LEARNING ABOUT THE EARTH

DOING PHYSICAL ACTIVITY

BEING RESPONSIBLE FOR THEIR OWN WORK

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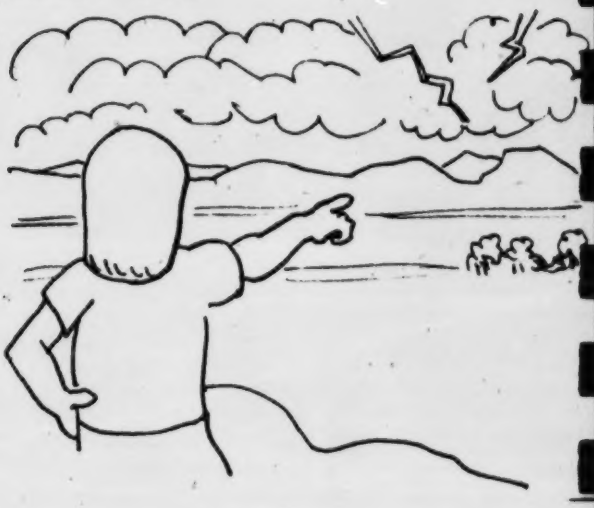
STUDYING INFORMATION AND USING IT TO MAKE DECISIONS

NOTICING THINGS THAT HAPPEN AROUND THEM



USING LOGIC TO SOLVE PROBLEMS

PLANNING WHEN AND HOW TO DO EACH TASK

DOING TASKS THAT REQUIRE PHYSICAL STRENGTH AND ENDURANCE

EXPLAINING THINGS TO OTHER PEOPLE

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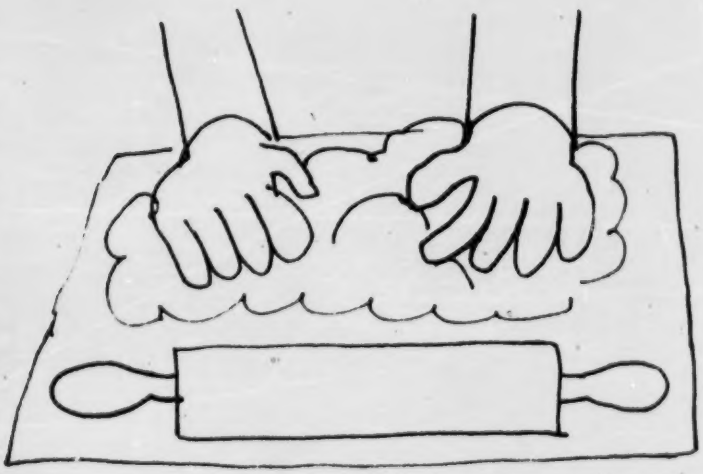
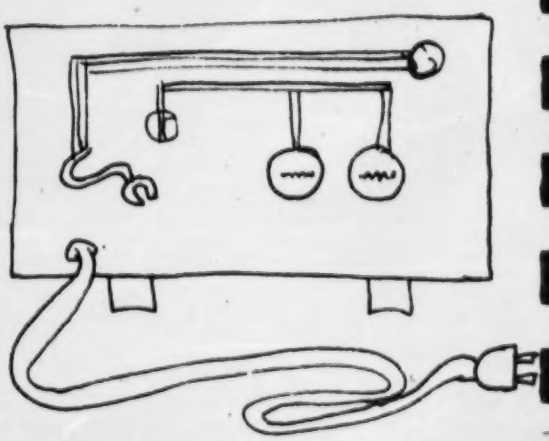
PLANNING YOUR WORK

OPERATING VARIOUS KINDS OF EQUIPMENT

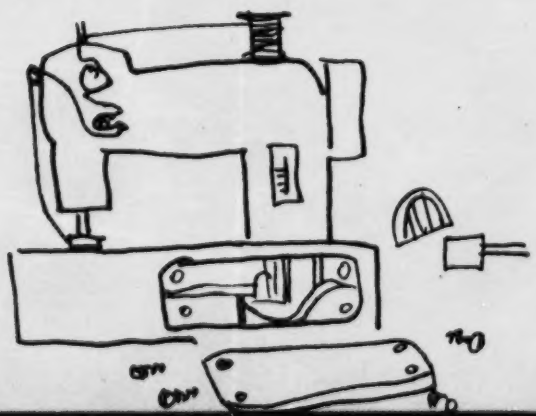
WORKING WITH YOUR HANDS



FINDING PROBLEMS AND TRYING TO SOLVE THEM



TAKING THINGS APART AND PUTTING THEM BACK TOGETHER



USING BETTER AND QUICKER WAYS TO COMPLETE TASKS

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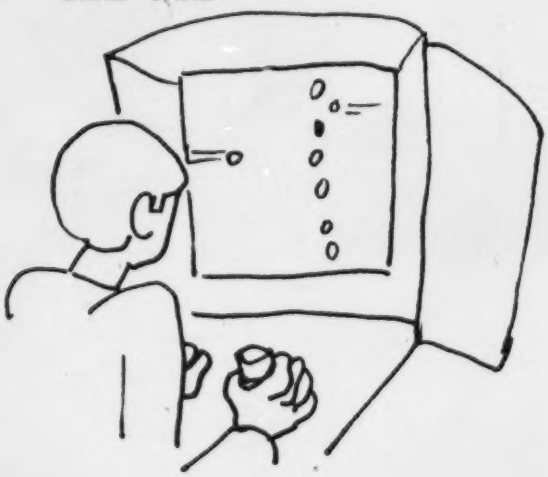
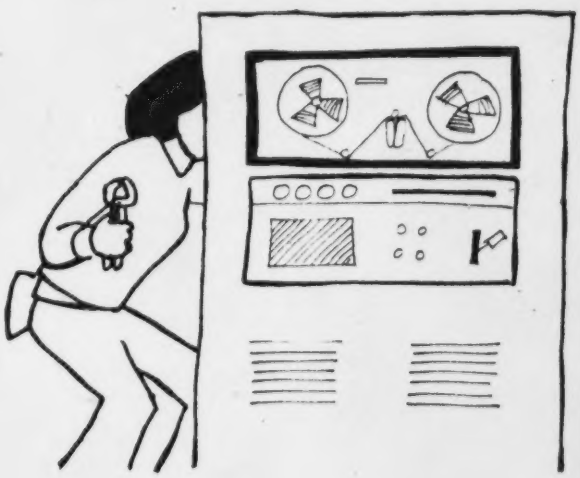
KEEPING ARMS AND HANDS STEADY WHEN WORKING

HAVING A GOOD SENSE OF BALANCE

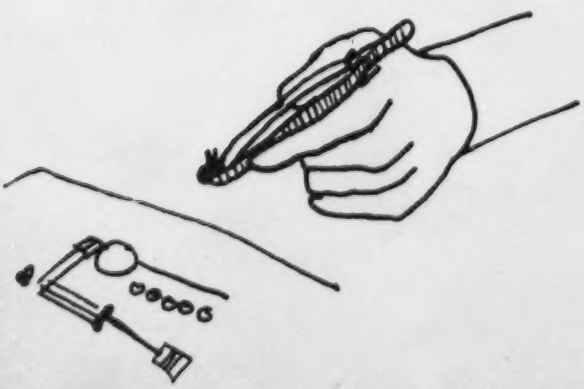
WATCHING THINGS MOVE AND ADJUSTING A CONTROL AT THE SAME TIME



WORKING ON ONE JOB FOR A LONG TIME



HANDLING VERY SMALL THINGS WITHOUT DROPPING THEM



FOLLOWING SPECIFIC PROCEDURES FOR DOING THINGS

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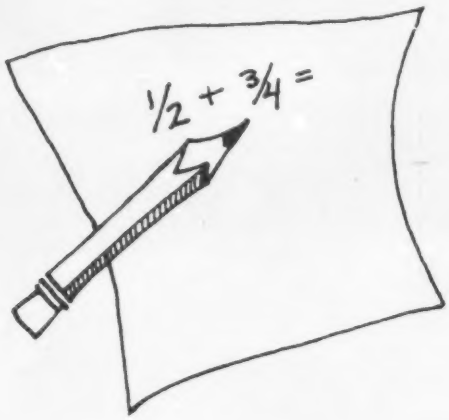
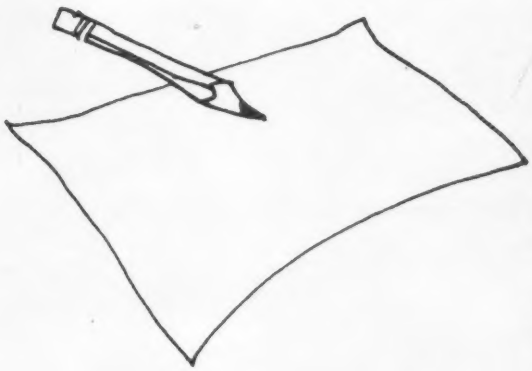
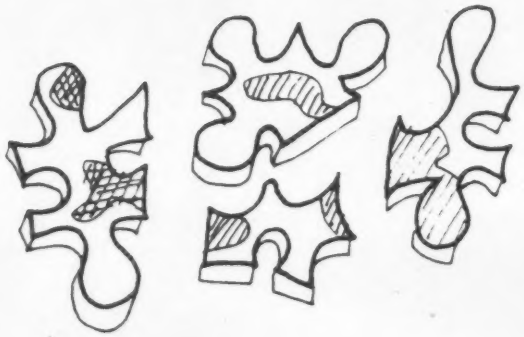
WORKING MATH PROBLEMS



WORKING WITH PAPER AND PENCIL

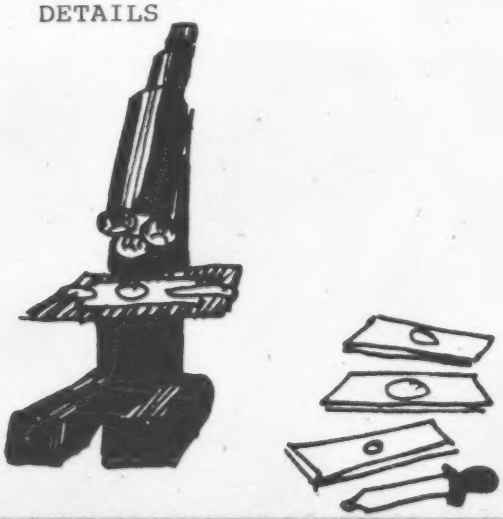


PUTTING PUZZLES TOGETHER

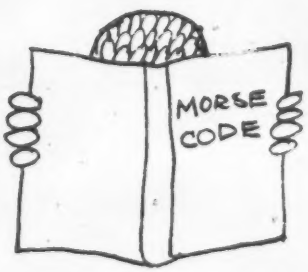


SORTING THINGS INTO CATEGORIES

PAYING ATTENTION TO DETAILS



LEARNING THE MEANINGS OF CERTAIN SYMBOLS



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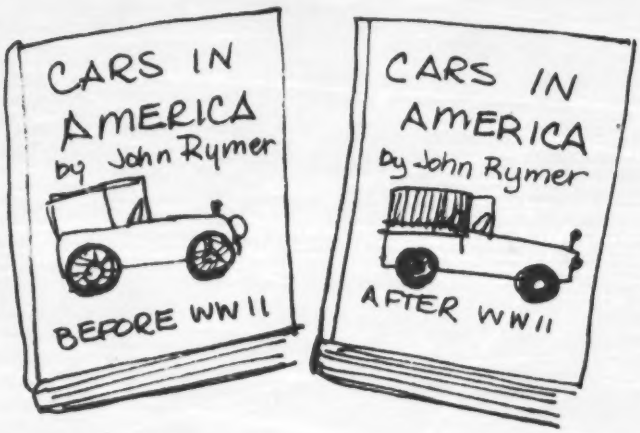
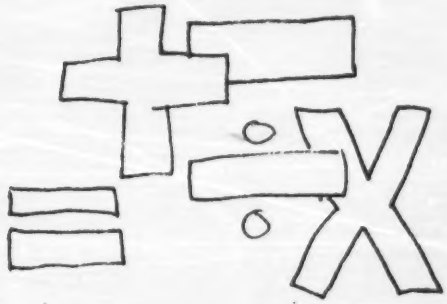
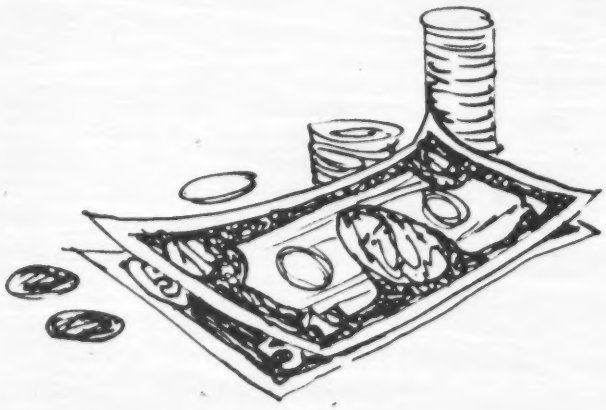
RECOGNIZING DIFFERENCES
IN SIMILAR ITEMS



ADDING, SUBTRACTING,
MULTIPLYING, AND DIVIDING



COUNTING ITEMS CORRECTLY



DOING THINGS IN THE
SAME ORDER EACH TIME

WORKING ON ONE PROBLEM FOR
A LONG TIME IF NECESSARY

EXPLAINING IDEAS CLEARLY
SO OTHERS CAN UNDERSTAND

END

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DATE FILMED

JULY 23 1982